Online Resource Booking (ORB) User Guide

https://orb.arts.ac.uk/lcc

Please refer to this **Video** for further details.

Sign in (using your UAL username and password).

Click **Bookings** on the top toolbar.

Click **Find Equipment and Materials** also on the top toolbar to search for equipment. NB: To see the contents of kits click the **Information** icon **(i)**.

Click **Add to Basket** on the left-hand side, next to the equipment. Complete this for each item of equipment that you wish to book before proceeding.

Click **Show Basket Items** in the top right corner below the logout button. The **Basket** window will open.

Add the **Collection Date/Time and Return Date/Time**. NB: Times must conform to the Kit Room's opening hours (09.30-11.30 and 13.30-16.00, Mon -Fri).

Click the **Add Dates/Time** button below the collection date field. NB: If the equipment is available during the dates that you have requested the line will turn green, if not it will turn red.

Press the **Book** button on the right-hand side. Alternatively you can also view the **Availability Calendar** for each separate piece of equipment by clicking on the **Calendar Icon** to the right-hand side of the page.

The **Calendar Window** will open. NB: **red blocks** indicate that the equipment is unavailable, **white blocks** indicate the collection and return slots.

Click once in the slot that you would like to collect and **click once** in the slot that you would like to return. The Loan Period between the collection and return times will turn dark blue. NB: If your loan goes over the weekend to the following week then you will need to click the following week button at the top of the window.

Check the **Collection and Return Dates/Times** at the bottom of the **Calendar** window before clicking on the **Finish** button.

Back in the **Basket** window click **Book** on the top right-hand side to confirm your selections.

Read the Terms and Conditions and then **tick** the box.

If items are returned late there is a penalty charge of £4 per day. Charges are payable at the **E-Store**.

The Kit Room - General Information

Locations
The Kit Room
W239, 2nd Floor, The Workshop Block, LCC

The Tech Demo Room
W237C, 2nd Floor, The Workshop Block, LCC

Counter Opening hours
9.30am-11.30am and 1.30pm-4pm, Monday-Friday

Equipment Bookings
Student equipment bookings: https://orb.arts.ac.uk
Staff equipment bookings email: thekitroom@lcc.arts.ac.uk

Contact Details
Email enquiries: thekitroom@lcc.arts.ac.uk
Phone enquires: 0207 514 6829

Loan Periods
Course specific equipment, seven day loan
General equipment, four day loan
Renew, additional 24 hours
Advance bookings, maximum two weeks in advance

Charges/Payments
Late return charges £4 per item in a kit
Non-collection charge £2 flat fee

Online Payments: http://estore.arts.ac.uk
(Follow products link to LCC, then select Kit Room Payments)